

General Information

1.000 Authority to Grant or Refuse Applications (VC §1653)

The Department of Motor Vehicles examines all documents and applications submitted and may require additional information or reject any document/application if not satisfied of that document's/application's authenticity or the truth of any statement contained therein.

1.005 True Full Name Requirements (VC §4150)

The true full name(s) of the registered and legal owner(s) **are required** on registration applications. The name(s) must be sufficient to ensure identification of the owner.

True full name is the complete, exact name used on legal documents, such as a driver license, and includes a person's first name/initial, middle name/initial, and last name.

NOTE: A title, such as *Sister* Mary Elizabeth Morris, **is not** shown unless the person completes a Statement of Facts (REG 256) certifying the title is part of his/her true full name and the REG 256 is submitted with the application.

1.010 Signatures and Endorsements (VC §5751)

Individuals (registered or legal owner)—An individual's "usual signature" with omissions/additions to the printed name is an **acceptable** signature on any document.

For example: The usual signature for the name Joseph Donald Smith could be Joe D. Smith, Joseph Smith, Joe Smith, J. D. Smith, or J. Donald Smith.

The signature can be:

- Handwritten
- A form of script or handprint unique to the individual. A Statement of Facts (REG 256) completed by the individual stating this is his/her usual signature must be submitted with the application.
- A stamped signature of the individual's usual signature. (This is **only** acceptable on department forms. A countersignature **is not** required for a stamped signature.)

1.010 Signature Requirements, continued

Company or Business Endorsements—The company/business name **and** the countersignature or initials of an authorized representative are required.

Countersignatures—The signature **or** initials of an authorized representative of the business.

Leased Vehicles—The lessor is the registered owner of a leased vehicle and must endorse/sign registration documents as such. The lessee's signature is optional.

Signature by Mark—A signature by mark witnessed by another individual is acceptable for an individual who **cannot** write. Next to the individual's mark, the witness must print the individual's name **and** sign his/her signature.

IMPORTANT: Two witnesses **must sign** by the mark on a sworn statement (Statement of Facts) **or** for release of ownership.

If an individual cannot place a mark due to loss, or loss of the use, of his/her hands, the dealer can verify the person's identity (from an identification card, passport, etc.) and complete the certification on the application. A Statement of Facts (REG 256) completed by the dealer explaining the reason for not having the individual's mark and the means of identification **must be** submitted with the application.

Name Statement Requirement (VC §1652)—A Name Statement (REG 256) is required if the applicant's printed name and signature are so different that it appears to be two different people.

1.015 Signatures by Power of Attorney (VC §1652)

A power of attorney is a written document whereby one person (the principal) conveys to another the right to act for that person as attorney-in-fact. A power of attorney may be used to transfer ownership on a title or a bill of sale. The attorney-in-fact signs the principal's name and his/her name. For example, John Jones by Steven Smith. The power of attorney must accompany any application signed by the attorney-in-fact.

NOTE: When a business is appointed as attorney-in-fact, the countersignature must include the business name. For example, Jim Smith by Uome Loan Company by John Brown.

As referenced in this handbook, power of attorney refers to a departmental form which is limited to vehicle/vessel transactions. However, the department also accepts a restricted power of attorney (limited to a specific type of transaction such as transfer of ownership) **or** a general power of attorney (conveys the right to transact unlimited types of transactions).

NOTE: A photocopy or FAX copy of a *general* power of attorney may be accepted. Photocopies of the department's power of attorney (REG 262) are **not** acceptable.

1.015 Signatures by Power of Attorney, continued

Unacceptable Use of a Power of Attorney—A power of attorney **cannot** be used:

- to sign a certification/statement of facts attesting to the knowledge of the principal. The **exception** is the certification regarding disposition of the original California Certificate of Title on an Application for Duplicate Title (REG 227).
- to disclose odometer mileage.
- to reassign the right conveyed to the attorney-in-fact by the principal.
- by executors or administrators to appoint an attorney-in-fact pursuant to a power of attorney.
- by a trustee to assign the duties of a trust to an attorney-in-fact. A trustee may assign specific duties to an attorney-in-fact, such as transferring a vehicle or retaining agents to advise and assist in the administration of the trust. A trustee **cannot** delegate all administrative duties. Therefore, accept only a restricted power of attorney from a trustee, limited to a particular asset of the trust, or to a particular transaction.

1.020 Registration to Co-Owners (VC §§4150.5 and 9852.5)

A vehicle or vessel may be registered to two or more co-owners. The co-owner names may be joined by **“and,” “and/or,”** or **“or.”**

Each owner **must** sign the Certificate of Title or registration application document to register a vehicle/vessel. The requirements for releasing ownership vary.

NOTE: Certificates issued for applications which **do not** indicate **“and”** or **“or”** between the names will show **“and”** represented by a slash (/) between the names.

The signatures of **all** owners are required to transfer ownership when the names on the title are joined by **“and”** (/). The interest of a deceased co-owner may only be released by the heir or the deceased with an Affidavit for Transfer Without Probate (REG 5) **or** the administrator with Letters of Administration **or** the executor with Letters Testamentary. Title/ownership passes to the surviving co-owner, or with the co-owner's release, to a new owner.

Only **one** owner's signature is required to transfer ownership when the names are joined by **“and/or”** or **“or.”** Title/ownership passes to the surviving co-owner(s) upon the death of a co-owner. A surviving co-owner's signature on the title releases all owner interests unless **“Tenants in Common”** or **“COMPRO”** follows the co-owner's names.

When **“Tenants in Common”** follows the names, the interest of a deceased co-owner reverts to the deceased co-owner's estate, **not** to the surviving co-owner. Ownership may be transferred with Letters Testamentary, Letters of Administration, or Transfer Without Probate.

1.020 Registration to Co-Owners, continued

When “**COMPRO**” (designation for “Community Property”) follows the names, title passes to the surviving owner **after** the deceased co-owner’s interest is executed by the:

- heir with an Affidavit for Transfer Without Probate (REG 5), if the estate was **not** probated, **or**
- administrator of the estate with Letters of Administration **or**
- executor of the estate with Letters Testamentary.

With the surviving co-owner’s release, interest may be transferred to a new owner.

When “**JTRS**” (designation for “Joint Tenants with Right of Survivorship”) follows the names, all owners must release interest during the lifetime of the co-owners.

Upon the death of one co-owner, title is released by the survivor(s). A copy of the deceased owner’s death certificate **must** accompany the application. The signature of the surviving co-owner(s) on the title releases all owner interests.

1.025 Registration of Leased Vehicles (VC §4453.5)

The following information applies to leased vehicle registration applications.

- The vehicle **must be** located in California to be registered here.
- The names of both the lessor and the lessee **must be** shown. The lessor is required to provide the lessee name and address information.
- The lessor’s name is followed by the abbreviation “LSR” and the lessee’s name is followed by the abbreviation “LSE.” The names **are not** joined by “and” or “or.” For example:

Jay Street Leasing, LSR
John Doe, LSE

- A Statement to Record Ownership (REG 101) with the lessee’s address is required if the application does **not** have a designated lessee address space.
- The lessor **is** the registered owner and **must** sign the application as such.
- The signature of the lessee is optional.

1.030 Designating Legal Ownership on Applications (VC §§4150, 4150.2, and 4450)

The name of the legal owner/lienholder or the word “none” **and** the initials of the person making the entry *should* be shown in the legal owner/lienholder information section on all registration applications.

Dealer Transactions—All dealer transactions **must** show the legal owner or “none.” The department will return applications without this information to the dealer.

1.030 Designating Legal Ownership on Applications, continued

Private Party Transactions—Original registration applications presented by an individual (private party) must show the name of the legal owner or the word “none.” The initials of the person making the entry are desirable, but **not** required. When two legal owner names are shown, only the address of the legal owner entered by the applicant will appear on the certificates.

1.035 Statement to Record Ownership/Statement of Error or Erasure (VC §1652)

The Statement to Record Ownership/Statement of Error or Erasure (REG 101) is a two-sided form.

The Statement to Record Ownership side is generally used to clarify the registered owner or legal owner name(s) and/or address on an application and it must reflect exactly the same information as is shown on the title/application document, including how the names are joined. The certificates will be issued with “and” (represented by a slash [/]) between the names if the application does not show “and” or “or” between the names. A Statement to Record Ownership **must be** completed and submitted with a leased vehicle application when the title does not have designated spaces for the lessee’s and lessor’s addresses.

The Statement of Error or Erasure side is completed when an error or erasure is made on the California or nonresident title, and it **must be** completed by the individual who made the error/erasure. Refer to Chapter 23 for odometer disclosure errors.

NOTE: A dealer representative may initial corrections and/or erasures on the Application for Registration of a New Vehicle (REG 397) **except** in the odometer disclosure section.

1.040 Addresses on Documents (VC §§4150, 4150.2, and 4453)

All registration applications **must** include the registered owner’s residence or business address **and** mailing address, if different, as well as the business, residence, or mailing address of the legal owner/lienholder.

A **residence address** must include the house number, street name, and the apartment or mobilehome park space number, when applicable. A **business address** may be an office building or a street address.

Mailing Address Only on Registration Documents—An owner/buyer may request that the registration and title be issued showing only his/her mailing address. This **does not** affect the information shown on the application, as stated in the first and second paragraphs of this section. The owner **must complete both** of the following forms and the forms **must be submitted** with the registration application:

- A Statement of Facts (REG 256) stating he/she wants only his/her mailing address to be shown on the title and registration documents being issued.
- A Change of Address (DMV 14) stating his/her residence or business address.

1.040 Addresses on Documents, continued

General Delivery or PO Box Addresses—May **only** be accepted when no other residence or business address is available for the registered owner. (VC §4453)

“In Care Of” Addresses—May only be accepted if an owner **does not** have an established residence or place of business address.

Mail Delivered Through a Post Office in a Different City/Town—The name of the city/town with the post office must be shown as the owner’s mailing address.

APO or FPO Military Addresses—Overseas military mail addresses **must** include the following alpha designations with the APO or FPO address.

<i>Alpha Designation</i>	<i>Mail destined for...</i>
AE	Europe, Africa, Canada, or the Middle East
AP	Pacific
AA	Americas other than Canada

1.045 Confidentiality of Home Address (VC §§1808.2, 1808.4, 1808.6, and PC §830)

Designated persons, their spouses, and/or children may request home address confidentiality for any vehicle, vessel, off-highway vehicle, driver license, or identification card DMV record reflecting the qualified person’s name.

The requester must submit a properly completed Request for Confidentiality of Home Address (INV 32) to the department for the driver license and **each** vehicle/vessel (newly purchased or transferred to) that contains the qualified person’s name as the registered or legal owner. An INV 32 is required **every** time a qualified person’s name is added to or deleted from a registration record.

INV 32 forms **must be** requested by the employing agency on its letterhead from:

Department of Motor Vehicles
Investigations and Audits Division,
Confidential Records Unit Manager MS N227
PO Box 932389
Sacramento, CA 94232-3890

The employing agency is responsible for notifying the department when an employee retires, resigns, is dismissed, or leaves the agency’s employment for any reason.

NOTE: Upon request, retired peace officers’ home addresses are permanently withheld at the time when the confidential status would otherwise be removed.

1.050 Bills of Sale (VC §1652)

The bill of sale referenced in this handbook generally refers to the departmental form, but any bill of sale that identifies the vehicle/vessel is acceptable. A bill of sale **must** accurately establish the chain of ownership. It **is not** required to be notarized or witnessed. A bill of sale **is not** required for sales between California-licensed dealers **or** on dealer sales to a retail purchaser if the title is properly endorsed.

NOTE: A properly completed bill of sale may be accepted in lieu of the registered owner's release signature on the title **and** on multiple transfers when an in-between owner's signature **does not** appear on the title (the printed name **must** appear on the title).

1.055 Photocopy/FAX of Documents (VC §1651)

The department considers a FAX copy to be the same as a photocopy. If the department's procedures allow for a photocopy, a FAX copy is also acceptable.

NOTE: A legible photocopy of the last-issued California registration is acceptable on all transactions **except** unavailable records transactions.

Documents altered from their original context and then copied are **never** acceptable. When a FAX copy or photocopy of a form is used, the information entered and the signature **must be original**.

EXCEPTION: A copy of a signature is acceptable when an application must be reconstructed because it was lost in the department or the dealer is out of business.

1.060 Vehicle Verifications

The department may require a physical inspection of a vehicle (a "vehicle verification") prior to completing a registration application for the vehicle. The vehicle verification must be completed, in full, on the back of the Application for Title or Registration (REG 343). Verifications of incomplete or unassembled vehicles (parts) are not acceptable.

Mandatory Vehicle Verifications—A vehicle verification is always required for:

- Registration of a nonresident vehicle. Refer to Section 6.030 for exception information regarding verification of a **new** commercial motor vehicle purchased in another state.
- Re-registration of a previously "junked" or "salvaged" vehicle.

NOTE: Additional verification **is not** required when a CHP Certificate of Inspection (CHP 97C) is presented on a revived junk or revived salvage application.

- Registration of a specially constructed motor vehicle or trailer.

1.060 Vehicle Verifications, continued

- Any vehicle for which the department does not have a record **except** a new vehicle reported sold by a California dealer on an Application for Registration of a New Vehicle (REG 397).
- Recording an engine change, motorcycle engine case change, or change from engine number to vehicle identification number (VIN).
- Assignment of an identifying VIN number by the department.
- When the VIN shown on certificates is different from the VIN shown on file. This **includes** vehicles being junked.

Authorized Vehicle Verifiers—Individuals authorized to do vehicle verifications are:

- Employees of the Department of Motor Vehicles.
- Peace officers (including military police). (*California Penal Code* §830)
- Employees of auto clubs that provide registration services. Auto club verifiers **must** include the abbreviation of their auto club name with their signature.
- Persons licensed as vehicle verifiers by the department. Licensed vehicle verifiers **cannot** do the VIN inspection for revived salvage/revived junk vehicles.

NOTE: A tracing, carbon tape lift, or photograph of the vehicle identification number (VIN) may be accepted in lieu of a physical inspection when a departmental field office manager determines it **is not** possible for a specific vehicle to be brought to the office for verification.

The best method for tracing a VIN is to lay a piece of white paper on the identification number plate and rub across it with a soft lead pencil.

Emission Label Verification for Nonresident Vehicles—Verification of the Emission Label on a nonresident vehicle may be completed by **any** authorized vehicle verifier or a peace officer.

1.065 Junked/Salvaged Vehicles VIN Inspections (VC §§5505 and 11519)

Prior to being registered for on-highway use, a vehicle previously junked/salvaged in California or another state (nonresident vehicle) **must be** inspected by an authorized DMV employee **or** referred to the California Highway Patrol (CHP) for inspection. All revived junk/salvage applications are subject to the CHP Inspection Fee.

The CHP issues a Certificate of Inspection (CHP 97C) after the inspection is completed, which must be submitted with the vehicle registration application. Additional verification **is not** required.

1.070 Vehicle Identification Number (VIN) Plate Assignments (VC §4161)

The department will assign and affix a VIN plate when required for original registration of the following vehicles:

- Trailers with an unladen weight of 5,999 pounds or less (**except** logging and auxiliary dollies).
- Trailer coaches.
- Special mobile equipment.
- Implements of husbandry.
- New motorcycles (except specially constructed motorcycles [SPCNS]).
- Snowmobiles (**except** when the VIN has been defaced or obliterated).

All the documents/requirements for the registration application **must be** completed **before** a VIN plate is assigned.

The CHP **must** verify a vehicle when its identity **cannot** be confirmed or there is a discrepancy in the certification label on it. The department refers all requests for assigned VIN plates on the following vehicles to the California Highway Patrol (CHP):

- Specially constructed motor vehicles.
- Motorcycles (except new). (Older motorcycles registered by engine number only must be assigned a frame number by the CHP before being registered.)
- Passenger vehicles.
- Commercial motor vehicles.
- Commercial trailers 6,000 pounds or more unladen.
- Logging dollies and auxiliary dollies.
- Snowmobiles (when the VIN has been defaced or obliterated).
- Volkswagen body changes.

1.075 Notary—Expiration Date of Commission on Documents

A California notary's commission expiration date **is required** for notarized signatures on the Application for Duplicate Title (REG 227), including an Electronic Lien and Title (ELT) transfer. An out-of-state notary's stamp is acceptable as presented.

1.080 Report of Deposit of Fees (RDF) (VC §1651)

A Report of Deposit of Fees (RDF) is the transaction used by the department to collect fees on an incomplete application. Plates/stickers are **never** issued on an RDF. The requirements are:

- **All** fees due must be paid; partial payment **is not** acceptable. Full registration/renewal fees **must be** deposited to avoid penalties. An applicant may choose to pay any use tax due on the transaction when the application is cleared.
- All the documents and the receipt for the fees paid are returned by the department. Dealer transactions are returned to the dealer and applications submitted by a financial institution are returned to the financial institution.
- A Temporary Operating Permit (TOP-REG 19) is **not** issued except as shown in Section 25.010.

1.085 Address Changes (VC §§4159, 4160, and 9865)

Registered and legal owners are required to notify the department of a change of address within 10 days by submitting a **fully** completed Change of Address (DMV 14) to the department's address shown on the form.

The department does not issue new registration documents for a change of address. The owner should line through the old address on the registration document and print or type the new address and initial it.

NOTE: A legal owner/lienholder may submit a change of address on its business letterhead. The letter **must** clearly state "This is a request of legal owner change of address" **and** include the same information required on the DMV 14.

1.090 Unclaimed Certificates, Receipts, Plates, and/or Stickers

Certificates of Title, registration certificates, receipts, license plates (other than special license plates), and stickers returned to DMV as "unclaimed" are destroyed. Unclaimed special license plates are retained in the Sacramento Headquarters. DMV employees may contact Sacramento Headquarters to have the license plates sent to a field office or mailed to the customer.

1.095 Mail Applications (VC §9557)

The post office cancellation date is considered the "mailed date" for an application addressed to the department, or any person or organization authorized by the department under VC §4610, **and** placed in the U.S. mail or in any U.S. Postal Service maintained postal box.

1.100 Applications Lost in the Mail

The department may process an application mailed during a penalty-free period and lost in the mail **without** penalty using replacement documents. The applicant must complete a Statement of Facts (REG 256) regarding mailing of the application and pay any registration and/or duplicate certificate fees due.

1.105 Vehicle and Vessel Registration Information Requests (VC §1810)

With respect to the inspection or sale of information concerning the registration of any vehicle, the department is required by state and federal statutes to provide notification to the person to whom the information primarily relates. Contact your local DMV for additional information.

1.110 Assignment of Registration Expiration Date (VC §506)

A registration expiration date 12 months from the month fees first became due is assigned upon original registration. Commercial vehicles expire the last day of the month; the expiration date for automobiles and motorcycles is determined as follows:

<i>Date Fees Due</i>	<i>Expiration Date</i>
1st — 7th	8th
8th — 9th	10th
10th — 11th	12th
12th — 13th	14th
14th — 15th	16th
16th — 17th	18th
18th — 19th	20th
20th — 21st	22nd
22nd — 23rd	24th
24th — 25th	26th
26th — 27th	28th
Feb. 26th - 27th	March 2nd
28th — 31st	2nd of the next month

NOTE: Vehicles with a “Date Fees Due” date of December 28 - 31, are assigned an asterisk (*) year for proper calculation of subsequent renewal fees.

Exceptions—The exceptions to the expiration date assignment are:

- Permanent exempt vehicles are assigned an expiration date of 12/31/2099.
- Annual exempt vehicles **and** IRP vehicles expire on 12/31 of each year.
- Partial-year registered (PYR) vehicles show only the expiration month/year.
- Permanent fleet registration (PFR) vehicles show the expiration month/day/00 year.

1.115 Highlighting Pens Used on Registration Documents/Forms

Do not use highlighting pens on any registration document/form submitted to the department. Applications containing documents/forms with highlighted information are returned or correction. The correction requirements are shown below.

<i>If the highlighted information is in the...</i>	<i>then...</i>
registered owner, new buyer, or lienholder signature(s) area	the signature(s) must be rewritten by the person who made the original entry above or below the highlighted area, as space permits. If space is not available, the highlighted information must be shown on: <ul style="list-style-type: none"> • an Application for Duplicate Title (REG 227) for transfers. • an Application for Title or Registration (REG 343) for original registration transactions.
vehicle description and/or data section	a Statement of Facts (REG 256) identifying the highlighted information must be submitted.
odometer mileage disclosure section	the odometer mileage disclosure must be on a Vehicle/Vessel Transfer and Reassignment Form (REG 262) signed by the seller and the buyer.

1.120 Adhesive Labels on Registration Documents

The department **does not** accept labels of any kind on registration documents. Information **must be** entered directly onto the documents. Documents received with labels of any kind affixed will be returned to the submitter.

If you resubmit a title that had a label affixed to it, be prepared to also submit documentation to support the alteration of the document, such as an Statement of Error or Erasure (REG 101) and a Statement to Record Ownership (REG 101) or an Application for Duplicate Title (REG 227), if appropriate.

1.125 72-Hour Processing Requests

A request for issuance of the Certificate of Title within 72 hours (three working days, excluding Saturdays, Sundays, and holidays) is available **only** through Sacramento Headquarters. A nonrefundable fee is charged for this service in addition to all other fees due. Refer to the Fees appendix, Appendix 1F, for fees.

Requests for 72-hour processing **cannot** include an Application for Duplicate Title (except ELT transactions) and **cannot** be submitted to a DMV field office.

Applications and fees **must be mailed** to:

Department of Motor Vehicles
72-Hour Special Processing MS D238
2415 First Avenue
Sacramento, CA 95818

NOTE: Incomplete applications are returned to the requester and are not placed in the accelerated process until DMV receives the completed application.

1.130 Bicycle Program (VC §§39000-39012)

The department procures and distributes bicycle license indicia and registration forms to all cities and counties which have a bicycle licensing ordinance or resolution. Information regarding this program can be obtained by contacting the Special Processing Unit (SPU) in Sacramento Headquarters at:

Department of Motor Vehicles
Special Processing Unit MS D238
PO Box 932345
Sacramento, CA 94232-3450
Telephone (916) 657-7654

1.135 Electronic Lien and Title (ELT) Program

The Electronic Lien and Title (ELT) Program is a voluntary program for lienholders which provides an electronic ownership record in lieu of a paper title. An ELT record of the information on the DMV database is created and transmitted to the ELT lienholder and a (paper) registration card is issued to the registered owner.

New ELT participants are added to the program quarterly and the department issues an updated list of all ELT lienholder names and addresses in a Vehicle Industry News (VIN) memo at that time.

Electronic Lien and Title (ELT) Program lienholders are assigned specific name and address abbreviations which **must be** used. Show the ELT lienholder information **exactly as shown in the latest ELT listing** issued by the department.

Refer to Chapter 28 for procedures.

1.140 Branded Titles (VC §4453)

The documents issued for any vehicle, including a nonresident vehicle, which has been previously classified as a junk or salvage, police vehicle, grey market vehicle, warranty return vehicle, taxi, or park trailer **must be** branded. A prior history service fee is collected only for the initial issuance of branded documents. (VC §9255.1) Refer to the Fees appendix, Appendix 1F, for fees.

1.145 Business Partner Automation Program

The Business Partner Automation (BPA) Program allows the department to establish contracts with qualified industry partners who have a business need to process vehicle registration and titling transactions from their remote locations. BPA partners are currently authorized to process full-year registration renewals and new vehicle reports of sale. Direct any questions regarding participation in this program to the department's BPA Administrator at (916) 657-6258.

1.150 Miniature Motorcycles

The department **does not** register vehicles known as mini choppers, pocket bikes, etc. These vehicles:

- **Do not** meet the definition of a motorized scooter because of their speed (VC §406) and engine displacement (VC §405).
- **Do not** meet equipment safety standards.
- **Cannot** be registered pursuant to VC §4751d.

Please advise your customers that these vehicles **cannot** be registered and **cannot** be operated on a public street.